

29 AUGUST 2002

Maintenance



HANGAR DOOR OPERATION AND SAFETY

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Pages: 4

Distribution: F

This instruction establishes policy and procedures for hangar/hush house door operation and safety within the 6th Air Mobility Wing (6 AMW). This instruction is applicable to all 6 AMW personnel, contractors, and tenant units who routinely work in hangars, hangar offices, or around hangar doors (including door operators). It implements HQ/AMC message DTG 121445ZJUL 02 along with direction from AMCI 21-104, *Aircraft Maintenance Training*, AMCI 21-101, *Maintenance Management Policy*, and AFOSHSTD 91-22, *Walking Surfaces, Guarding Floor and Wall Openings and Holes, Fixed Industrial Stairs, and Portable and Fixed Ladders*, AFOSHSTD 91-45, *Hazardous Energy Control and Mishap Prevention Signs and Tags*, and AFOSHSTD 91-100, *Aircraft Flight Line – Ground Operations and Activities*. Group commanders, squadron commanders, supervisors, and trainers within each group are responsible for ensuring the contents of this instruction and other related documents are strictly complied with.

1. General: This instruction outlines responsibilities and procedures for safe operation of hangar doors on MacDill Air Force Base.

2. Responsibilities:

2.1. 6th Logistics Group Commander (6 LG/CC) will:

2.1.1. Be primary office of primary responsibility (OPR) for all hangar issues and will develop policy for all hangar door operations.

2.1.2. Appoint qualified hangar door trainers and establish training policy via 6 LG Operating Instructions (OI), 21-104, Hangar Door Operation and Safety.

2.1.3. Ensure hazardous awareness training and a hands-on on-the-job training (OJT) program exists for hangar door operation.

2.2. Squadron Commanders will:

2.2.1. Enforce hangar door training requirement, in accordance with AFOSHSTD 91-100, Para 7.2.3.4, "Only qualified personnel approved by the squadron commander or designated representative will be authorized to operate hangar doors".

2.2.2. Ensure hangar door training is conducted solely by 6 LG qualified trainers.

2.2.3. Ensure hangar door operators are thoroughly familiar with OIs and precautions necessary for safe operation.

2.2.4. Ensure all personnel that require access through the hangar doors (not personnel doors) in the performance of routine duties (maintenance, Supply/equipment deliveries, etc.) receive one-time general hazard awareness training. This minimum training will include hangar door hazards and emergency procedures. All personnel who routinely work in hangar facilities, regardless of AFSC, status, or duties must also receive one-time general hazard awareness training (administration personnel, etc.).

2.2.5. Ensure hangar door awareness training is documented on AF Form 55, **Employee Safety and Health Record**, and in GO81.

2.2.6. Ensure the one-time hangar door hands-on OJT is documented in GO81 (aircraft maintenance personnel). Non-maintenance personnel will document OJT on an AF Form 797 **Job Qualification Standard Continuation/Command JQS**. A different course code shall be used for each hangar. Personnel must be qualified on each hangar they will need to operate.

2.2.7. For all others (contractor, civilian, tenant units), squadron commanders will forward a letter to 6 LG/CC listing qualified door operators and each hangar they are qualified to operate.

2.2.8. Develop process to ensure newly assigned personnel receives awareness training (as required).

2.3. Hangar Custodians will:

2.3.1. Ensure all AF Forms 332, **Base Civil Engineer Work Request**, submitted for hangar repairs are tracked and completed.

2.3.2. Ensure each hangar has a training/operating/emergency binder. For uniformity, the binder will be placed inside the hangar near the large hangar doors (right hand side as you face the flightline). Hush house binders will be located in control cab.

2.3.2.1. As a minimum, binder contents will include training plan, door hazards, door operating procedures (include power off, if applicable), and emergency procedures (nearest phone and 24 hour contact numbers).

2.3.2.2. Review and update binder contents quarterly.

3. Procedures:

3.1. Personnel must receive general awareness training followed by hands-on OJT from a qualified/appointed trainer before operating any hangar door.

3.1.1. If outside of 6 LG, personnel must submit a memorandum to 6 LG/CC for permission to receive door operator training. If approved, they must meet all requirements of this instruction and all other 6 LG qualification criteria (see 6 LG OI 21-104). Squadron commanders or designated

representative of non-aircraft maintenance personnel must submit a memorandum to 6 LG/CC documenting all qualified door operators (in accordance with para 2.2.6.1).

4. Wing Safety:

4.1. Wing Safety (6 AMW/SE), along with 6th Civil Engineer Squadron (6 CES), 6 LG Quality Assurance (6 LG/QA) and individual building custodians shall accomplish an assessment of all hangar doors, including facilities no longer used as aircraft hangars. They will use Operational Risk Management (ORM) tools and AFOSH guidance to identify the hazards associated with the hangar doors (operating controls, pinch-points, crush hazards, etc). Consider all hazards associated with aperture openings, counter weight mechanisms, moveable/non-moveable obstructions, cable/pulley mechanisms, etc. They must ensure hangar door signage requirements outlined in AFOSHSTD 91-100 and 91-45 are met. Furthermore, they must ensure the following HQ/AMC additional requirements are satisfied:

4.1.1. **Danger Sign:** A danger sign must be mounted next to all hangar door controls. All sign dimensions and lettering must be in accordance with AFOSHSTD 91-45, para 3.4.5, Figure 1, Table A2.2. Overall sign dimension 7-inch x 10-inch. "DANGER" must be printed on top in 1-7/16-inch white font. Message below "DANGER" must contain the following statement using black font, "ONLY QUALIFIED PERSONNEL AUTHORIZED BY THEIR SQUADRON COMMANDER MAY OPERATE HANGAR DOORS". The bottom of the sign must have reference to AFOSHSTD 91-100, "in accordance with AFOSHSTD 91-100, Para 7.2.3.4".

4.1.2. **Identification of Hazard:** All areas that pose a potential pinch-point or crush hazard area must be marked to ensure personnel do not enter the area during door operation. A 5-foot "clear zone" must be outlined on the floor with a 3-inch wide yellow and black striped line. The area inside the "clear zone" must have identical diagonal lines in accordance with AFOSHSTD 91-22, para 1.2.1.1.1. All sides visible when approaching hazard areas must have a 14-inch x 20-inch "DANGER" sign painted on the floor just outside of the lined area in accordance with AFOSHSTD 91-45, para 3.4.5, Figure 1, Table A2.2. The sign must be placed so that it can be read when approaching the hazard area. "DANGER" must be printed on top with 2-7/8-inch white font. The message below "DANGER" must contain the following statement, "HAZARDOUS AREA-STAND CLEAR DURING DOOR OPERATIONS".

4.1.3. **Control Panel Markings:** Ensure directional arrows as required in accordance with AFOSHSTD 91-100, Section 7.2.3.2., are present and understandable. Luminescent or reflective directional arrows will be placed adjacent to each switch and on horizontal sliding doors to indicate the direction of door travel for each corresponding switch.

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Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AMCI 21-101, *Maintenance Management Policy*

AMCI 21-104, *Aircraft Maintenance Training*

AFOSHSTD 91-22, *Walking Surfaces, Guarding Floor and Wall Openings and Holes, Fixed Industrial Stairs, and Portable and Fixed Ladders*

AFOSHSTD 91-45, *Hazardous Energy Control and Mishap Prevention Signs and Tags*

AFOSHSTD 91-100, *Aircraft Flight Line – Ground Operations and Activities*